



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

003

Date: January 21, 2011

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: ARCHITECT AT OVERSEAS BUILDING OPERATIONS OFFICE

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Architect at Overseas Building Operations Office (OBO)

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

GRADE LEVEL: FSN-10, FP-5* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: FIXED-TERM POSITION**

OFFICE LOCATION: New Embassy Compound (NEC)

OPENING DATE: Immediate

DEADLINE: February 6, 2011 at 6 P.M. Kyiv Time

**FP –5 is subject for confirmation with Washington.*

*****IMPORTANT NOTE:*** *This position will be staffed ONLY for the period of NEC construction: approximately six months, but could be extended for longer period of time. This employment will be terminated once the construction project is completed.*

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

NEC Architect will be directly responsible to the OBO Project Director (PD) for the performance of services. Position holder applies and further enhances interior finishing and architecture design knowledge and skills to ensure timely monitoring and quality control of the work performed by contractor staff at the New Embassy Compound construction site.

MAJOR DUTIES AND RESPONSIBILITIES:

➤ Quality control 30%

Develop a working knowledge of the technical requirements of the construction contract as it relates to interior finishing and architectural design. Assist in the management of quality assurance within the area of his/her expertise (interior finishing and architectural design). Observe and evaluate the construction and finishing work to ensure that proper standards are being met by the contractor, proper materials are used, and contractual procedures adhered to. Perform inspections of the work and conduct quality assurance tasks. Observe and verify the contractor's quality control program.

➤ Problem solving 20%

Identify architectural and engineering problems involving both design and construction and formulate approaches to resolve such problems or issues. Provide timely notification of potential schedule slippages and recommend corrective actions. Inform the COR of any occurrence whereby the Government may be found liable for possible claim action by the contractor. Prepare draft scopes of work for modifications and change orders to the construction contract.

➤ Contractor oversight 20%

Review and recommend disposition of contractor submittals. Identify and provide early notification of potential schedule slippages. Review and evaluate design calculations and data provided by the contractor. Assist in the evaluation of contractor proposed substitutions. Assure that materials related to the assigned specialty are being stored correctly and are in acceptable condition.

➤ **Documentation**

20%

Prepare entries for the project daily log and reports. Prepare other correspondence and reports as may be required by the PD. Assure that the contractor is maintaining correct as-built documentation. Assure that materials are stored and controlled properly. Assist in the review of monthly pay estimates. Prepare responses to the contractor's request for information.

➤ **Other duties as assigned**

10%

Perform other duties in the assigned field as assigned by the PD.

REQUIRED QUALIFICATIONS:

EDUCATION:

➤ Bachelor's degree in Architecture or Interior Design is required.

WORK EXPERIENCE:

➤ A minimum of two years of prior experience in architecture or interior design position is required.

LANGUAGE:

➤ Level III (good working knowledge) in English, Ukrainian and Russian is required.

KNOWLEDGE:

➤ General knowledge and discipline to coordinate the work of subcontractors, carpenters, painters, plumbers, upholserers, electricians, and furniture builders. Candidate must have general management knowledge. Knowledge of green initiatives and LEED buildings are also preferred.

SKILLS AND ABILITIES:

➤ MS Office applications (Word, Excel, PowerPoint). Attention to details and fundamental understanding of construction contracts are essential to the job. Ability to visualize abstract concepts and read blue prints. Ability to work with a diverse staff. Must be able to write clearly and concisely on a variety of technical subjects. Works independently and with others. Excellent presentation skills are essential.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in Ukrainian or English** and submit it to the Embassy Human Resources Office by COB **February 6, 2011**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [490-40-85](tel:490-40-85).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

! Current employees serving a *probationary period* are not eligible to apply for this position.

! US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

! Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: ARaley- OBO(by e-mail)
 DMercadante– FMO (by e-mail)